



SUBSTANTIAL AMENDMENT  
PY 2011 2<sup>ND</sup> ALLOCATION  
EMERGENCY SOLUTIONS GRANT PROGRAM

&

## **Consolidated Plan**

Program Years 2010-2014

## B. Required Contents of Substantial Amendment

### 1. SF-424

See Appendix A

### 2. Summary of Consultation Process

- ❖ *Consult with the COC within the geographic area on*
  - *Determining how to allocate ESG funds for eligible activities*
  - *Developing the performance standards for activities funded under ESG*
  - *Developing funding, policies, and procedure for the operation and administration of the HMIS*

### 3. Summary of Citizens Participation Process

- ❖ *Summarize citizen participation process used*
- ❖ *Summarize the public comments or views received*
- ❖ *Summarize the comments or views not accepted and include the reasons for not accepting those comments or views*

The City distributed evaluation forms for identifying homeless needs in the City of Altoona at a Local Housing Option Team (LHOT) meeting (sample form is attached to this document). Twelve surveys were received with five being from COC members. The top two priorities noted were Emergency Shelter and Homeless Prevention.

The City also advertised a public notice on February 3, 2012 in the local newspaper to inform the public of the 2<sup>nd</sup> Allocation of ESG funds and to provide information on the HEARTH Act amendment, eligible activities under the program and to accept comments on identified community needs, programs and projects.

The City held a community public hearing on February 13, 2012. Four local agencies along with City Staff attended the meeting to discuss the 2<sup>nd</sup> allocation of funds. Two of the agencies present also sit on the Advisory Board for the COC. They stated that the COC felt that Transitional Housing and Disabled Housing were two of the top priorities for the 20 County Region. The agencies were informed that HUD felt that rapid rehousing was a priority for these funds. A majority of the agencies in attendance felt that Homeless Prevention is the gap in service that is not being met for the City of Altoona. They stated that it is less expensive to help someone from becoming homeless than finding them housing. A letter was received by Blair County Community Action Agency is currently operates a homeless prevention program with HPRP funds believes that the Homeless Prevention Services provided through the HPRP program filled a critical void in the local continuum of care for the homeless. The void will be reopened when the HPRP program concludes if these services are no longer available in the City through the new HESG Program. They strongly urge the City of Altoona to petition HUD to allow it to place the highest priority on Homeless Prevention services in the City's new HESG Programs. They feel that allowing people to remain in their own homes while addressing the peripheral issues that threatened their housing stability and not be exposed to the stresses of homelessness is a better choice. They also stated with the freeze on the Section 8 Voucher Program it is difficult to find subsidized funding to assist in permanent placement for people who are homeless. They also felt that the needs for continued funding for emergency and transitional housing to the very low income special needs population of Altoona is also necessary.

The City advertised a public notice on the activities selected for the 2<sup>nd</sup> allocation of ESG Funds on March 28, 2012, and placed copies of the Draft Substantial Amendment at the Altoona Post Office, the Altoona Housing Authority, the Altoona Public Library and Altoona City Hall. A draft was also placed on the City's Web Page. This began the 30-day public comment period of the Draft Substantial Amendment.

**Comments Not Accepted:** All comments received have been accepted and are noted in this plan.

#### 4. Match

- o *Describe:*
- o *Types of cash and/or non-cash resources used as match*
- o *Specific amounts of resources used as match*
- o *Proposed uses of match resources*

The ESG Program Subrecipients are required to provide a 100% match to the funds awarded. The following is the agencies and their match amounts:

**Home Nursing Agency** Rapid Re-Housing Activity is receiving \$21,809.15 in ESG funds and will match with the following:

Blair County Projects in the Assistance of Transition from Homelessness (PATH) – Blair County Mental Health Office	\$26,500.00
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**Family Services Incorporated** Rapid Re-Housing Activity is receiving \$21,809.15 in ESG funds and will match with the following:

Homeless Assistance Program (State)	\$25,641.00
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#### 5. Proposed Activities and Overall Budget

##### a. Proposed Activities

- o *All recipients must include the following details for each proposed activity:*

- 1) *Corresponding priority needs from recipient's Annual action Plan*
- 2) *Concise description of the activity, including the number and types of persons to be served*
- 3) *Corresponding standard objective and outcome categories*
- 4) *Start date and completion date*
- 5) *ESG and other funding amounts*
- 6) *One or more performance indicators*
- 7) *Projected accomplishments, in accordance with each indicator, to be made within one year*
- 8) *Projected accomplishments, in accordance with each performance indicator, to be made over the period for which the grant will be used for that activity.*

TABLE 3C

City Of Altoona

Program Year 2011

## Proposed List of Projects

UOG Code: <b>PA420114 ALTOONA</b>	
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<b>IDIS Project #:</b>	11-27	<b>National Objective:</b>	LMC
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**Project Name:** ESG11 Altoona PA 2011

**Activity Name:** **ESG11 Rapid Re-Housing**

**Description:** **Home Nursing Agency (HNA)** will operate an Emergency Solutions Program that focuses on Rapid Re-Housing of individuals and families in the City of Altoona. HNA will provide housing search and placement and relocation and stabilization services along with short term rental assistance for individuals diagnosed with a mental illness and are homeless. Budgeted amount \$21,809.15 assisting 9 people.

**Family Services Incorporated** will effectively transition individuals and families from shelter services to safe, suitable, affordable housing. Project will assist persons currently residing in the Domestic Abuse or Emergency Shelters to obtain permanent housing and self-sufficiency. Budgeted amount \$21,809.15 assisting 20 people

**Location:** Citywide

**Priority Need Category:** Assist in the provision of outreach programs for those affected or threatened by homelessness

**Objective category:** ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity

**Outcome category:** ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

**Performance Indicator:** Total number of persons receiving short term rental assistance  
Total number of persons receiving permanent housing and self sufficiency

**Specific Objective:** End Chronic Homelessness

**Matrix Code:** 03C Homeless Facilities (not operating costs) 570.201(c)

PROPOSED \$ AMOUNT	
<b>CDBG</b>	
<b>HOME</b>	
<b>HESG</b>	\$43,618.30
<b>MATCH</b>	\$52,141.00

<b>Accomplishment Type:</b>	01 People (first year)	<b>Proposed Units:</b>	26
	01 People (second year)		3

**Expected Completion Date:** June 30, 2014

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**TABLE 3C**

**City Of Altoona** **Program Year 2011**

**Proposed List of Projects**

	UOG Code: <b>PA420114 ALTOONA</b>
--	-----------------------------------

**IDIS Project #:** 11-28 **National Objective:** LMC

**Project Name:** ESG11 Altoona PA 2011

**Activity Name:** **ESG11 Administration**

**Description:** Administration funds for the 2011 2<sup>nd</sup> Allocation of the Hearth Act Emergency Solutions Grant

**Location:** 1301 12<sup>th</sup> Street

**Priority Need Category:** Planning and Development

**Objective category:** ☐ *Suitable Living Environment* ☐ *Decent Housing* ☐ *Economic Opportunity*

**Outcome category:** ☐ *Availability/Accessibility* ☐ *Affordability* ☐ *Sustainability*

**Performance Indicators:**

**Specific Objective:** N/A

**Matrix Code:** 21A General Program Administration (570.206)

<b>PROPOSED \$ AMOUNT</b>	
<b>CDBG</b>	
<b>HOME</b>	
<b>HESG</b>	\$5,916.70
<b>MATCH</b>	

**Accomplishment Type:** N/A **Proposed Units:** N/A

**Expected Completion Date:** June 30, 2014

*The primary purpose of the project is to help:* ☐ *the Homeless* ☐ *Persons with HIV/AIDS* ☐ *Persons with Disabilities* ☐ *Public Housing Needs*

- b. Discussion of Funding Priorities
  - o *Explain why the recipient chose to fund the proposed activities at the amounts specified (recommended: if available, use locally-relevant data to support the funding priorities, and explain how the funding priorities will support the national priorities established in Opening Doors: Federal Strategic Plan to Prevent and End Homelessness)*
  - o *Identify any obstacles to addressing underserved needs in the community*
- c. Detailed Budget
  - o *Include detailed budget of planned activities and funding levels accounting for entire second allocation and any reprogrammed funds from the first allocation (may use Table 3 in this Notice)*

Refer to Appendix B – FY2011 Detailed Budget Table 3

## **6. Written Standards for Provision of ESG Assistance**

- o *If the recipient is a metropolitan city, urban county, or territory: include written standards for providing the proposed assistance*

The Department will require FY 2011 ESG awardees to establish and implement written standards for the ESG program prior to executing the subrecipient agreement.

- a) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under the Emergency Solutions Grant (ESG).
- b) Policies and procedures for coordination among emergency shelter providers, essential service assistance providers, and mainstream service and housing providers.
- c) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
- d) Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.
- e) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.
- f) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participant may receive assistance.

## **7. Describe Process for Making Sub-awards**

## **8. Homeless Participation Requires**

- *For those recipients who cannot meet the participation requirement in Subsection 576.405(a), the substantial amendment must include a plan that meets the requirements under Subsection 576.405(b).*

## **9. Performance Standards**

- *The recipient must describe the performance standards for evaluating ESG activities, which must be developed in the consultation with the Continuum of Care*

## **10. Certifications**

Refer to Appendix C – Certifications

**C. Written standards required for recipients who are eligible and decide to use part of the second allocation of FY 2011 funds for emergency shelter and street outreach activities.**

The City of Altoona will be funding Rapid Re-housing and Administration activities with the second allocation of FY 2011 ESG funds.

**D. Requirements for recipient who plan to use the risk factor under paragraph (1)(iii)(G) of the “at risk of homelessness” definition**

- *If recipient plans to serve persons “at risk of homelessness,” based on the risk factor “otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness:” describe specific characteristics associated with instability and increased risk of homelessness.*

The City of Altoona does not plan to use, nor allow its ESG subrecipients to use, the risk factor in 24 CFR 576.2 under paragraph (1)(iii)(G) of the “at risk of homelessness” definition: “otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.”

**E. Requirements for Optional Changes to the FY 2011 Annual Action Plan**

### **1. Centralized or Coordinated Assessment System**

- If the recipient’s jurisdiction, or a portion of the recipient’s jurisdiction, currently has a centralized or coordinated assessment system and the recipient or subrecipients utilize the centralized or coordinated assessment system, the recipient should describe the assessment system in the substantial amendment.

## **2. Monitoring**

- If existing monitoring procedures are not sufficient to allow recipients to monitor compliance with the new requirements, HUD encourages recipients to update their monitoring standards and procedures in the process of submitting this substantial amendment. This should address appropriate levels of staffing.

The Planning and Community Department staff engages in monthly meetings reviewing the status of the program as a whole as well as each individual project. Each subrecipient is required to submit quarterly reports on their project along with beneficiary data. Staff reviews monthly/quarterly detailed invoices before payment is initiated.

Risk assessments are completed for every subrecipient. Based on this risk assessment, an on-site or desk review monitoring is conducted.



# APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier																					
<b>5. APPLICANT INFORMATION</b>		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier																					
<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>		Federal Identifier																						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Legal Name: City of Altoona, Pennsylvania</td> <td style="width:50%;">Organizational Unit: Department: Planning &amp; Community Development</td> </tr> <tr> <td>Organizational DUNS: 96-9035203</td> <td>Division:</td> </tr> <tr> <td colspan="2">Address: Street: 1301 12th Street, Suite 400</td> </tr> <tr> <td>City: Altoona</td> <td>Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Paulette</td> </tr> <tr> <td>County: Blair</td> <td>Middle Name May</td> </tr> <tr> <td>State: PA Zip Code 16601</td> <td>Last Name Cornet</td> </tr> <tr> <td>Country: USA</td> <td>Suffix:</td> </tr> <tr> <td colspan="2">Email: pcornet@altoonapa.gov</td> </tr> <tr> <td colspan="2"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Phone Number (give area code) 814-949-2470</td> <td style="width:40%;">Fax Number (give area code) 814-949-0372</td> </tr> </table> </td> </tr> </table>				Legal Name: City of Altoona, Pennsylvania	Organizational Unit: Department: Planning & Community Development	Organizational DUNS: 96-9035203	Division:	Address: Street: 1301 12th Street, Suite 400		City: Altoona	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Paulette	County: Blair	Middle Name May	State: PA Zip Code 16601	Last Name Cornet	Country: USA	Suffix:	Email: pcornet@altoonapa.gov		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Phone Number (give area code) 814-949-2470</td> <td style="width:40%;">Fax Number (give area code) 814-949-0372</td> </tr> </table>		Phone Number (give area code) 814-949-2470	Fax Number (give area code) 814-949-0372	
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<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">23-6001899</div>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) C. Municipal Other (specify)																						
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Housing and Urban Development																						
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">14-231</div>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Emergency Solutions Grants Program (Substantial Amendment) for the City of Altoona, PA, Program Year 2011																						
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Altoona, Pennsylvania		<b>13. PROPOSED PROJECT</b> Start Date: July 1, 2012    Ending Date: June 30, 2014																						
<b>15. ESTIMATED FUNDING:</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>a. Federal</td><td>\$</td><td style="text-align: right;">49,535.00</td></tr> <tr><td>b. Applicant</td><td>\$</td><td style="text-align: right;">.00</td></tr> <tr><td>c. State</td><td>\$</td><td style="text-align: right;">.00</td></tr> <tr><td>d. Local</td><td>\$</td><td style="text-align: right;">.00</td></tr> <tr><td>e. Other</td><td>\$</td><td style="text-align: right;">.00</td></tr> <tr><td>f. Program Income</td><td>\$</td><td style="text-align: right;">.00</td></tr> <tr><td>g. TOTAL</td><td>\$</td><td style="text-align: right;">49,535.00</td></tr> </table>		a. Federal	\$	49,535.00	b. Applicant	\$	.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	49,535.00	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 9th, PA    b. Project 9th, PA	
a. Federal	\$	49,535.00																						
b. Applicant	\$	.00																						
c. State	\$	.00																						
d. Local	\$	.00																						
e. Other	\$	.00																						
f. Program Income	\$	.00																						
g. TOTAL	\$	49,535.00																						
<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No																						
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>																								
<b>a. Authorized Representative</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Prefix Mr.</td> <td style="width:40%;">First Name Joseph</td> <td style="width:20%;">Middle Name Frederick</td> <td style="width:20%;">Suffix</td> </tr> <tr> <td colspan="3">Last Name Weakland</td> <td></td> </tr> <tr> <td colspan="3">b. Title City Manager</td> <td>c. Telephone Number (give area code) 814-949-24708</td> </tr> <tr> <td colspan="3">d. Signature of Authorized Representative</td> <td>e. Date Signed</td> </tr> </table>				Prefix Mr.	First Name Joseph	Middle Name Frederick	Suffix	Last Name Weakland				b. Title City Manager			c. Telephone Number (give area code) 814-949-24708	d. Signature of Authorized Representative			e. Date Signed					
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**Table 1: Suggested Format for Declaration of FY 2010 Grant Fund Commitments**

<b>Activity Type</b>	<b>Obligated Amount</b>
Homeless Assistance	\$ 83,489.80
Homelessness Prevention	\$ -
Administrative Activities	\$ 4,394.20
<b>Total FY 2010 Award</b>	<b>\$ 87,884.00</b>

### FY 2011 Detailed Budget Table

<b>First Allocation</b>	\$88,063.00	<b>FY 2011</b> <b>Emergency Shelter Grants/Emergency Solutions Grants</b> <b>Program Allocations</b>			
<b>Second Allocation</b>	\$49,535.00				
<b>Grant Amount</b>	\$137,598.00				
<b>Total Administration</b>	\$10,319.85				
		<b>First Allocation</b>		<b>Second Allocation</b>	<b>Total Fiscal Year 2011</b>
	<b>Eligible Activities</b>	<b>Activity Amount</b>	<b>Reprogrammed Amount</b>	<b>Activity Amount</b>	<b>Activity Amount</b>
<b>Emergency Shelter Grants Program</b>	Homeless Assistance	\$76,159.85	\$0.00		\$76,159.85
	Rehab/Conversion				\$0.00
	Operations				\$0.00
	Essential Services	\$76,159.85			\$76,159.85
	Homelessness Prevention	\$7,500.00			\$7,500.00
	Administration	\$4,403.15			\$4,403.15
	<b>Emergency Shelter Grants Subtotal</b>	<b>\$88,063.00</b>	<b>\$0.00</b>		<b>\$88,063.00</b>
<b>Emergency Solutions Grants Program</b>	Emergency Shelter**			\$0.00	\$0.00
	Renovation**			\$0.00	\$0.00
	Operation**			\$0.00	\$0.00
	Essential Service**			\$0.00	\$0.00
	URA Assistance**			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS				\$0.00
	Rapid Re-housing		\$0.00	\$43,618.30	\$43,618.30
	Housing Relocation and Stabilization Services				\$0.00
	Tenant-Based Rental Assistance				\$0.00
	Project-Based Rental Assistance				\$0.00
	Homelessness Prevention		\$0.00	\$0.00	\$0.00
	Housing Relocation and Stabilization Services				\$0
	Tenant-Based Rental Assistance				\$0
	Project-Based Rental Assistance				\$0.00
	Administration			\$5,916.70	\$5,916.70
	<b>Emergency Solutions Grants Subtotal</b>		<b>\$0.00</b>	<b>\$49,535.00</b>	<b>\$49,535.00</b>
		<b>Total Grant Amount:</b>		<b>\$137,598.00</b>	

\*\*Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

Meeting Minutes  
City of Altoona  
1st Community Public Hearing  
HEARTH ACT  
Emergency Solutions Grant  
Substantial Amendment  
City Hall Conference Room  
1301 12<sup>th</sup> Street, 4<sup>th</sup> Floor  
Monday, February 13, 2012  
10:00 A.M.

Paulette Cornet, Fair Housing Administrator, welcomed everyone to the hearing. The purpose of the hearing was to go over the 2<sup>nd</sup> allocation in a formal setting, to provide information on eligible activities under the program, go over the schedule for the substantial amendment, accept comments and to listen to what priorities those in attendance felt was needed in the City of Altoona.

Mrs. Cornet then discussed the Substantial Amendment to the 2011 Program Year's Emergency Solutions Grant. She explained that there will be a second allocation of ESG funds in the amount of \$49,535.00. This second allocation will have a two year limit of expenditures starting with the date HUD signs the grant agreement. The HEARTH Act prioritizes the additional monies for rapid re-housing and then homeless prevention. Mrs. Cornet explains that invoices will need to be made quarterly; this is one change that's very important.

Mrs. Johnson then reviewed the time schedule for preparation of the 2011 Second Allocation Substantial Amendment.

Mrs. Johnson also stated that there was a wavier that could be used changing priorities based on community need; documentation would have to be shown to show need.

#### Comments

Bill Hunter from Blair County Community Action Program asked if Rapid Rehousing requests would be the priority in deciding what projects to fund or would other categories of funding also be considered. Mrs. Cornet replied that with the 2<sup>nd</sup> allocation HUD is stressing the importance of doing rapid rehousing. Mr. Hunter felt that the need for Homeless Prevention within the City of Altoona is the gap in service that is not being met. He stated it's cheaper to help someone from becoming homeless than finding them housing. Mr. Hunter went on to say, working for 10 years with homeless programs there has always been a hole, something missing. With the HPRP that hole was filled

because it addressed homeless prevention. He explained that with HPRP monies they were able to help 105 households which amounted to 260 individuals receiving homeless prevention in the City of Altoona, and in Blair County 51 households which amounted to 110 individuals.

Diane Package from Home Nursing Agency agreed to everything Mr. Hunter addressed. She stated that with HPRP funds it was a real eye opener to how many people live pay check to pay check and a lot of them had chronic illnesses that eventually put them on the streets due to not being able to meet their monthly home obligations.

Peggy Campbell from Family and Children's Services stated that the three shelters they operate have turned away people because of the help they used to provide took thirty days and now takes 90 to get these people into permanent housing. Family Service has applied for money for operational costs for the three shelters they operate.

Bill Hunter also made the comment that with the Altoona Housing Authority's freeze on the Section 8 Voucher Program it has a bottle neck affect in trying to find subsidized funding to assist in permanent placement for people who are homeless.

Diane Package asked if there were to separate applications for the additional allocation and the 2012 funding? Mary Johnson replied that there is a separate application for the PY 2011 2<sup>nd</sup> allocation and one for the PY2012 Emergency Solutions funding.

Mr. Hunter and Ms. Package are on the Advisory Board for the COC so Ms. Johnson asked what the COC feels is a priority. Mr. Hunter stated that the COC felt that Transitional Housing and Disabled Housing were two of the top priorities for the 20 County Region. They also stated that Transitional and Permanent Housing was also a priority need. Since the agencies that were present at this hearing felt that Homeless Prevention was one of the top priorities for the City they will be submitting correspondence reflecting that.

As there were no further comments or testimony, Mrs. Cornet thanked all in attendance and adjourned the meeting.

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager  
Title



## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:



Place of Performance (Street address, city, county, state, zip code)

Planning & Community Development Department  
1301 12th Street, Suite 400  
Altoona, PA 16601

222 E 6th Avenue  
Altoona, PA 16602

Check ☐ if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24.CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

PUBLIC NOTICE

The City of Altoona will hold a public hearing on February 13, 2012 at 10:00 a.m., in the 4th Floor Conference Room, City Hall, 1301 12th Street, Altoona, PA for the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The City has been awarded additional funding for the 2011 Program Year entitled the Emergency Solutions Grant Program (HESG) under the HEARTH Act.

This hearing will discuss the eligible activities, funding available and application schedule under the HESG Program. More detailed descriptions of the eligible activities and an application for funding can be found at the City of Altoona's Web Site [altoonapa.gov](http://altoonapa.gov) under the title of "City of Altoona Announcements"- "PY2011 Hearth Emergency Solutions Grant Program"

All meetings are held in locations that are accessible to persons with disabilities. Upon request, the City of Altoona will accommodate the needs of participants with hearing or visual impairments and non-English speaking participants who identify those needs in advance. Information will be made available upon request in large print, on audio tape or in Braille. Please contact the City at the address or phone numbers shown below.

City of Altoona  
Department of Planning &  
Community Development  
1301 12th Street, Suite 400  
Altoona, PA 16601

Voice: (814) 949-2470  
TDD: 711  
FAX: (814) 949-0372